

HOPWA 2006 Reporting Requirements – Measuring Outcomes

General Overview:

HUD's Office of HIV/AIDS Housing is pleased to introduce the following updated HOPWA Performance Reports: (1) Annual Progress Report (APR) for competitive grantees; (2) Comprehensive Annual Performance and Evaluation Report (CAPER) for formula grantees; and (3) revisions to CPD's information technology system, IDIS. The reports represent a collaboration by the Office of HIV/AIDS Housing along with a number of grant recipients and HUD field offices whose feedback and field testing of the report formats was enormously helpful in their development. These updated reports will provide HUD, HOPWA grantees, and the public with critical data on the program's key housing output and client outcome performance factors. These reports represent the first comprehensive updating of HOPWA performance reporting requirements under this new client outcome focus. Many of the standard data elements are being continued, such as reporting on how funds are used to provide housing support for beneficiaries under the eligible housing activities. New elements are designed to improve the understanding of the benefits to clients and for key information on local project operations. These report elements will be used for reporting data at the national level on the program's overall performance and for grants management oversight.

Through the utilization of these reporting requirements, grantees will be able to identify adjustments, where needed, to improve the responsiveness and efficiency of these community efforts. Importantly, the use of these reports are consistent with implementing the central purpose of this federal program, in assisting HOPWA clients achieve more stable housing arrangements and thereby improving their access to care.

Revised Annual Progress Report - APR (link form HUD 40110-C)

The APR is for use by all HOPWA competitive grantees. This form may also be used by formula programs to collect the related data from their area project sponsors. The elements reflected in the APR will be incorporated into IDIS in the comprehensive update to be released in the fall of 2006

Revised Comprehensive Annual Performance Report - CAPER (link form HUD 40110-D)

The CAPER is for use by all HOPWA formula grantees. The updated chart for reporting housing outputs and the main housing stability outcome elements were issued in the Consolidated Plan Management Process (CPMP) tool in July 2004. The main elements for client outcomes are also shown on the new HOPWA IDIS screens posted in December 2005. These new screens will be available in an upcoming IDIS release schedule for Spring 2006 and will allow grantees to begin reporting their client outcomes in this data system.

Implementation Schedule:

The new reports should be used by HOPWA grant recipients for reporting on their project activities during 2006. This should include those grantees that began their program year at the start of the 2006 federal fiscal year on October 1, 2005, although some of the new data elements

may not be completely available until the next grant cycle. For HOPWA grant recipients that will begin a new program year on or after April 1, 2006, these grantees are required to collect data under the new report format and report on all of the elements used in these forms.

Along with the HOPWA programs that have already begun their 2006 operating year, grantees who will be reporting on their prior 2005 year, are also strongly encouraged to complete the new forms, wherever possible. Almost all of the prior data elements on program use in expending funds for housing activities and characteristics of beneficiaries are being continued. By using the new forms, these grantees will meet the reporting requirements for 2005 and test the new format, as required for 2006 reports. In addition, grantees are encouraged to provide the additional data, wherever available, on the new elements to help gain insight on these accomplishments. Further, if the data on the new element is not available, this test will help identify that matter and the need to develop appropriate plans to collect this new data in order to report in the next operating year.

Many HOPWA recipients already collect information on these types of client outcome results, or are using compatible data reporting systems such as the Homeless Management Information System (HMIS). Grantees also engage in on-going assessments of the client's housing needs in updating and providing the program support. Persons continuing in a tenant-based rental assistance program or in residence at a single room occupancy (SRO) dwelling or community residence are likely to be in stable housing arrangements, as shown in the assessment and annual updating of resident incomes and rent payments information. Data on use of short-term housing components can also be reviewed on this basis -as many clients are helped to sustain their current living arrangements while others maybe in more tentative situations and need further support. If the data is not available on a program-wide basis, it is possible that some of the project sponsors would have relevant information in client files that could help inform this start up use of the new HOPWA reports. HUD is interested in assisting the grantees in reviewing the quality of this data, wherever available, along with offering support needed to accurately provide data in future reports. Further the type of factual information on program operations, such as information on the project sponsors and your use of other leveraged resources, will help demonstrate the accomplishments of these HOPWA projects.

As a special consideration for HOPWA competitive grantees, the grant agreements approved in 2004 or earlier included a budget line item for data collection and reporting on client outcomes, as well as a focus on this performance outcome goal. Consistent with these recent competitions, HUD would expect that these grantees will be able to report under the new format in 2006 (including reports on prior year performance) with some data on their client outcomes. By April 1, 2006, these and all competitive grantees must ensure they are collecting the new data elements to be reported for program operating years that will begin on or after April 1, 2006.

In providing this information to HUD, please note if there are special data collection issues with your report, such as the data is complete for one project sponsor but not for all the program efforts. Most of the required reporting elements are continued on the 2006 forms in some direct manner.

1. Conference call by the Office of HIV/AIDS Housing to brief HUD State and Area Offices on report rollout issues: held January 26, 2006.
2. Distribution of HOPWA report forms via the website and emails to all grantees by February 10, 2006.
3. Webcast training for general orientation to the new report formats and program outcome objectives, scheduled for 1:30-3:30 p.m. EST on:

February 15, 2006 (with a special APR focus)

March 15, 2006 (with a special CAPER & IDIS focus).

4. Deployment of HOPWA technical assistance support -- now available. A training manual and training plan is being drafted and will be issued shortly.
5. Throughout 2006, regional and local training sessions will be scheduled by the Office of HIV/AIDS Housing in collaboration with the State and Area HUD offices. To be announced (details will follow separately).
6. Examples of pilot study reports, frequently asked questions (FAQ), and other training resources will be made available on the HOPWA website.

Technical Support and Information Technology System Changes:

The Office of HIV/AIDS Housing is providing HOPWA technical assistance support to assist HOPWA grantees in making needed changes to their performance reporting efforts. The technical support will be available through the national HOPWA technical assistance providers in collaboration with the State and Area HUD offices. HUD is pleased to have worked with HOPWA grantees over the last two years to consider and now implement this new focus on client outcomes.

HOPWA performance reporting on this federal grant is an essential grants management function. If grantee staff undertake reasonable travel costs to participate in a HOPWA performance reporting training, such costs are to be considered administrative costs. In the case of a competitive grant awarded in 2004 or earlier, such costs may also be assigned to an approved budget line item for data collection on project outcomes.

These updated HOPWA reports will be integrated into the related performance measurement enhancements being developed for all of the Community Planning and Development formula programs. In collaboration with national organizations, HUD is developing a reporting matrix to tell the good story of these federal, state and local partnerships. The HOPWA elements will support these related changes in reporting standards and information technology systems. In addition to collaborating with HMIS, HOPWA will be part of the updating for our Integrated Disbursement and Information System (IDIS). The main HOPWA client outcome data elements are part of a IDIS upgrade planned for the Spring 2006, as release

9.0. The advance IDIS screen redesign was recently shared with all HOPWA grantees and includes the main housing stability outcome measure. Later this year, the complete set of HOPWA data elements reported in IDIS will be updated. This larger IDIS redesign involves a conversion to a web-based reporting tool along with other functional changes that will incorporate the new HOPWA elements.

For additional assistance, grantees may contact the Office of HIV/AIDS Housing or their area HOPWA technical assistance providers by sending inquiries to HOPWA@hud.gov. HUD field staff may also use this email to address reporting issues with Headquarters staff.

Several Caveats on Reviewing the Information:

Numbers alone, no matter how reliable, cannot fully describe program performance. Therefore, these performance reports are not intended to be the final word on the success or quality of a local or state program. For example, the initial data on client outcomes may not capture the complexity of your supportive housing efforts and your efforts that target the most vulnerable or difficult to serve populations. Neither will it capture whether a project sponsor is in or out of compliance with HOPWA program requirements, as may be identified through independent audits or in HUD or grantee monitoring visits. Consequently, your *comments* will be most helpful as we consider the use of this new format in its first year. Please plan to share your unique experience in beginning your use of these forms in a comment page to be sent to your local HUD field staff. Should you wish to provide further comments on the design of the tool, they can be electronically transmitted to the Office of HIV/AIDS Housing at HOPWA@hud.gov.

For Further Information:

The Office of HIV/AIDS Housing will send information on the schedule for HOPWA technical assistance training for your area. On report filing requirements and other data and performance report issues, send your inquiries to HUD at HOPWA@hud.gov or contact the technical data support staff with QED Group LLC.

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